



TOWN OF PUTNAM VALLEY

Town Board Work Session

November 6th, 2024

Town Hall

5 PM

~~~~~

**Meeting called to Order**

**Pledge of Allegiance**

1. Close Public Hearing on 2025 Budget
2. Amend Resolution and Approve Standard Work Day Calendar
3. Districts:
  - a. Approve CEMCO Contract for Glenmar Gardens
  - b. Approve R J Chestnut Contract for RBL – Snow Plowing of Fire Lanes 2025
  - c. Approve R J Chestnut Contract for Glenmar Gardens – Snow Plowing of Access Road by Water Pump Shed 2025
4. Facilities: Authorize Surplus of Equipment
5. Review Putnam Valley Library Request for Waiver of Permit Fees
6. Daily Fee Report: Summary October 1, 2024 – October 31, 2024

**Adjournment**

**Next Town Board Meeting: Wednesday, November 13<sup>th</sup>, 2024 6 PM**

2

November 1, 2024

To: Town Board

From: Kathy Diomede

Subject: Amend Resolution #R22-405; and add new Standard Workday Resolution

I respectfully request the Putnam Valley Town Board amend Resolution #R22-405 and add a new Standard Workday Resolution. In addition, I respectfully request the Putnam Valley Town Board hereby establish the following standard workdays for elected and appointed officials and will report the following days worked to the New York State and Local Employees Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body.

Thank you,



Kathy Diomede  
Town Clerk

## **APPROVE STANDARD WORKDAY RESOLUTION AMENDMENT**

Presented by Councilman Smith

### **RESOLUTION #R22-405**

**RESOLVED** that the Town Board amend Resolution #22-219 removing past appointed, adding newly appointed, currently appointed and elected personnel. The Town Board will establish the following standard workdays for elected and appointed officials and will report the following days worked to the NYSLERS based on the report of activities maintained and submitted by these officials to the Clerk of this body. This amendment to the Resolution is to add Councilman Christian Russo to the NYSLRS Retirement System.

Seconded by Councilwoman Tompkins, unanimously carried

Received Date

Standard Work Day and  
Reporting Resolution for  
Elected and Appointed Officials

Employer Location Code

30095

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev. 12/23)

BE IT RESOLVED, that the TOWN of PUTNAM VALLEY (Name of Employer) / 30095 (Location Code) hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

| Name                 | Social Security Number | NYS SLRS ID | Title          | Current Term Begin & End Dates | Standard Work Day | Record of Activities Result | Not Submitted                       | Pay Frequency | Tier 1                   |
|----------------------|------------------------|-------------|----------------|--------------------------------|-------------------|-----------------------------|-------------------------------------|---------------|--------------------------|
| Elected Officials:   |                        |             |                |                                |                   |                             |                                     |               |                          |
| CHRISTIAN RUSSO      |                        |             | COUNCIL PERSON | 11.22 to 12.31.25              | 6                 | 12.11                       | <input type="checkbox"/>            | B             | <input type="checkbox"/> |
| ROBERT MACLAME       |                        |             | JUDGE          | 11.23 to 12.31.25              | 6                 | 4.78                        | <input checked="" type="checkbox"/> | B             | <input type="checkbox"/> |
| STACEY TOMPKINS      |                        |             | COUNCIL PERSON | 11.22 to 12.31.25              | 6                 | 6.03                        | <input checked="" type="checkbox"/> | B             | <input type="checkbox"/> |
| Appointed Officials: |                        |             |                |                                |                   |                             |                                     |               |                          |
|                      |                        |             |                |                                |                   |                             | <input type="checkbox"/>            |               | <input type="checkbox"/> |
|                      |                        |             |                |                                |                   |                             | <input type="checkbox"/>            |               | <input type="checkbox"/> |
|                      |                        |             |                |                                |                   |                             | <input type="checkbox"/>            |               | <input type="checkbox"/> |

I, KATHY DIOMEDE (Name of Secretary or Clerk) secretary/clerk of the governing board of the TOWN OF PUTNAM VALLEY (Name of Employer) of the State of New York,

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 6 day of NOVEMBER 2024 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the TOWN OF PUTNAM VALLEY on this 6 day of NOVEMBER, 2024.

Kathy Diomede (Signature of Secretary or Clerk)  
Affidavit of Posting: I, KATHY DIOMEDE (Name of Secretary or Clerk) being duly sworn, deposes and says that the posting of the Resolution began on

and continued for at least 30 days. That the Resolution was available to the public on the:

(Date)

☒ Employer's website at: PUTNAM VALLEY.GOV

☒ Official sign board at: TOWN HALL - 365 OSCAWANA LAKE RD, PV, NY


☒ Main entrance Secretary or Clerk's office at: TOWN HALL

Page 1 of 1 (for additional rows, attach a RS 2417-B form.)

(seal)

3a

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 10/22/2024  
**Re:** Ratify Glenmar Gardens - CEMCO contract

---

I formally request the Town Board authorize the Supervisor to sign the attached CEMCO contract for the professional operation, administration and supervision of the water treatment facility located at Glenmar Gardens.

The term of the contract will be for a period of 3 years, starting January 1<sup>st</sup>, 2025 and expiring December 31, 2027.

CEMCO will bill 12 equal monthly installments of \$648 for an annual total of \$7,776.

Services not included in the operational contract will be billed as line items. These services include engineering, accounting and legal fees, utility costs, chemical costs, laboratory fees, supplies and materials, and emergency repairs.

**CEMCO**  
**WATER & WASTEWATER SPECIALISTS INC.**

PO BOX 602 ~ STORMVILLE, NEW YORK 12582

PHONE 845-878-9711

EMAIL: CEMCO59@GMAIL.COM

ROY BARTICCIOTTO NYS CERTIFIED WATER & WASTEWATER OPERATOR

Contract

By and between CEMCO Water and Wastewater Specialists, Incorporated in the State of New York, 59 Healey Lane Stormville, New York 12582 (Hereafter referred to as Cemco.) and Town of Putnam Valley. (Hereafter referred to as Town)

WITNESSETH:

WHEREAS Town seeks professional operation, administration and supervision of a Water Treatment Facilities at: Glenmar Gardens

WHEREAS, CEMCO has agreed to provide the same;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereby agree as follows.

1. SERVICES TO BE PROVIDED BY *CEMCO*

- A. To maintain compliance with the permits and regulation of Putnam County Department of Health and the New York State Department of Environmental Conservation to monitoring as per described above, testing including coliform required water samples and all reporting required by the health department.
- B. To staff the facility as required by normal operation procedures and regulatory requirements,
- C. To provide twenty four (24) hour, seven (7) days per week emergency call service. All emergency repairs will be billed at the rate discussed in Section 5 of this contract.
- D. To implement and direct all actions deemed appropriate, to ascertain the goals and objectives of the facility, and appropriate regulatory agencies.
- E. To provide, monthly routine and periodic maintenance, data accumulation and associated reporting to the satisfaction of all involved regulatory agencies and Town.
- F. Provide Town with recommendations relative to a plan of action to resolve or correct any compliance deficiencies including the cost estimates to affect same.

- G. Evaluate the operation and condition of existing equipment.
- G. To conduct all business at the specific sites in a sanitary manner.
- H. To cooperate fully with other Town professionals and representatives.
- I. To be available for routine inspections and meeting with the New York State Department of Environmental Conservation and the Putnam County Department of Health.
- J. This contract is based on the existing plant equipment and required operation methods. It is understood that if these items vary drastically, and require additional man hours, the cost shall be negotiated.

2. **REGULATORY COMPLIANCE**

CEMCO guarantees the professional services provided. CEMCO guarantees that the facilities will be operated in a manner that will assure regulatory compliance with the exception of items beyond the control of CEMCO.

3. **SERVICES NOT INCLUDED IN THE OPERATIONAL CONTRACT & WILL BE BILLED AS A LINE ITEM**

- A. Engineering, accounting and legal fees.
- B. Utility costs: to be billed directly to Glenmar.
- C. Chemical costs
- D. Laboratory fees.
- E. Supplies and materials.
- F. Emergency repairs

4. **TERMS OF THE AGREEMENT**

The term of the agreement shall be for a period of Three (3) years commencing on the Service Commencement date. Thereafter, this agreement shall be renewed for a subsequent year period if both parties agree. Start date of services January 1, 2025.

Either party hereto may terminate this agreement without cause on sixty (60) days prior to notice in writing to the other party. Such notice shall be sent register or certified mail, return receipt requested, or be hand delivered. If hand delivered, the notice shall be effective as the date of delivery. If mailed, on the date of posting.

5. **COMPENSATION**

- A. CEMCO shall be compensated as follows  
Billed in 12 equal monthly installments of \$648.00 to be paid in 15 days of receipt of invoices.
- B. Glenmar agrees to reimburse CEMCO promptly for all costs billed to Glenmar for services beyond these basic amounts.
- C. Additional man hours for services not covered in section 2 of this agreement will be billed at the following rates: Including Travel Time:
- |                            |                 |
|----------------------------|-----------------|
| a. Technical Specialist    | \$ 250 per hour |
| b. Chief Operator/Mechanic | \$ 125 per hour |
| c. Plant Operator          | \$ 75 per hour  |
| d. Laborer                 | \$ 75 per hour  |
| e. Emergency call          | \$ 125 per hour |
- Additional hour would only be billed with the prior approval of Glenmar.
- D. CEMCO shall, at the time of the execution of this contract agreement, maintain insurance in the minimum amount for personal injury and property damage, as well as statutory workers compensation and disability coverage, a copy of which policy CEMCO agrees to supply to Glenmar. Such policy shall be in full force and affect during the term of the agreement. Glenmar shall be listed as an additionally insured on the policy if requested.

By Roy Barticciotto Date 10.16.24


Roy Barticciotto, President  
CEMCO Water and Wastewater Specialists, Inc.

By \_\_\_\_\_ Date \_\_\_\_\_

Glenmar Gardens Authorized Representative

3b

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 10/22/2024  
**Re:** Ratify R J Chesnut contract RBL – Snow Plowing of Fire Lanes 2025

---

I formally request that the Town Board authorize the Supervisor to sign the contract from R J Chesnut Construction Co., 72 Oakridge Dr., Putnam Valley, NY 10579, to plow the five access fire lanes in the Roaring Brook Lake district for the period starting on January 1, 2025 and ending December 31, 2025. The district will cover the cost of the plowing.

The fee for minor storms of up to 6 inches of snow is \$200.00 and \$360.00 for a major storm of more than 6 inches of snow.

The fire lanes are:

- Dam access road
- Shore Lane
- Moon Beach
- North Beach
- Spur Beach

R J Chesnut Construction Co  
72 Oakridge Dr  
Putnam Valley, NY. 10579  
RJChesnutcc@gmail.com  
845-667-0504. (Bob)  
845-629-8639. (Kevin)

District Administrator, Town of Putnam Valley  
265 Oscawanna Lake Rd  
Putnam Valley, NY. 10579

Itemized below is the proposal to clear snow from the access points around Roaring Brook Lake for the 2025 calendar year. As in the past, minor storms are up to 6 inches snow, and major storms are in excess of that.  
Generally light accumulation under 3 inches is not cleared unless icing or dangerous conditions are expected.

The five access fire lanes are, the dam access road, Spur Beach, Moon Beach, North Beach, and Shore Lane.

WE HAVE DECIDED TO AGAIN HOLD PRICES AT 2021 LEVELS THIS SEASON! We appreciate the trust you have put in us, and strive to keep this service affordable.

---

Snow removal  
Billed per storm. Same price as 2021!

Minor storms (Generally 3-5 inches)\_\_\$200.00\_\_

Major storms (6 inches +)\_\_\$360.00\_\_

---

By signing below and returning, we authorize the above work to be completed.

Date\_\_\_\_\_

Putnam Valley authorized Officer\_\_\_\_\_

3c

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board

**From:** Karen Kroboth, District Clerk 512

**Date:** 10/22/2024

**Re:** Ratify R J Chesnut contract with Glenmar Gardens – Snow plowing of access road by the water pump shed 2025 proposal

I formally request that the Town Board authorize the Supervisor to accept and sign the snow removal contract from R J Chesnut Construction Co., 72 Oakridge Dr., Putnam Valley, NY 10579. The proposal is for snow plowing services of the access road leading to the Glenmar Gardens water pump shed. The agreement starts January 1, 2025 and ends December 31, 2025. The District will cover the cost of the plowing.

The fee for a minor storms of up to 6 inches of snow is \$80.00 and \$120.00 for a major storm of more than 6 inches of snow.

R J Chesnut Construction Co  
72 Oakridge Dr  
Putnam Valley, NY. 10579  
RJChesnutcc@gmail.com  
845-667-0504. (Bob)  
845-629-8639. (Kevin)

District Administrator, Town of Putnam Valley  
265 Oscawanna Lake Rd  
Putnam Valley, NY. 10579

Itemized below is the proposal to clear snow from the access road to the Glenmar Gardens water pump shed for the 2025 calendar year. As in the past, minor storms are up to 6 inches snow, and major storms are in excess of that. Generally light accumulation under 3 inches is not cleared unless icing or dangerous conditions are expected.

WE HAVE DECIDED TO AGAIN HOLD PRICES AT 2021 LEVELS THIS SEASON! We appreciate the trust you have put in us, and strive to keep this service affordable.

---

Snow removal  
Billed per storm. Same price as 2021!  
Includes hand shovel a path to the entrance door

Minor storms (Generally 3-5 inches)\_\_\$\$. 80.00\_\_

Major storms (6 inches +)\_\_\$120.00\_\_

---

By signing below and returning, we authorize the above work to be completed.

Date\_\_\_\_\_

Putnam Valley authorized Officer\_\_\_\_\_



To: Putnam Valley Town Board

From: Margaret DiRubba

Date: November 1, 2024

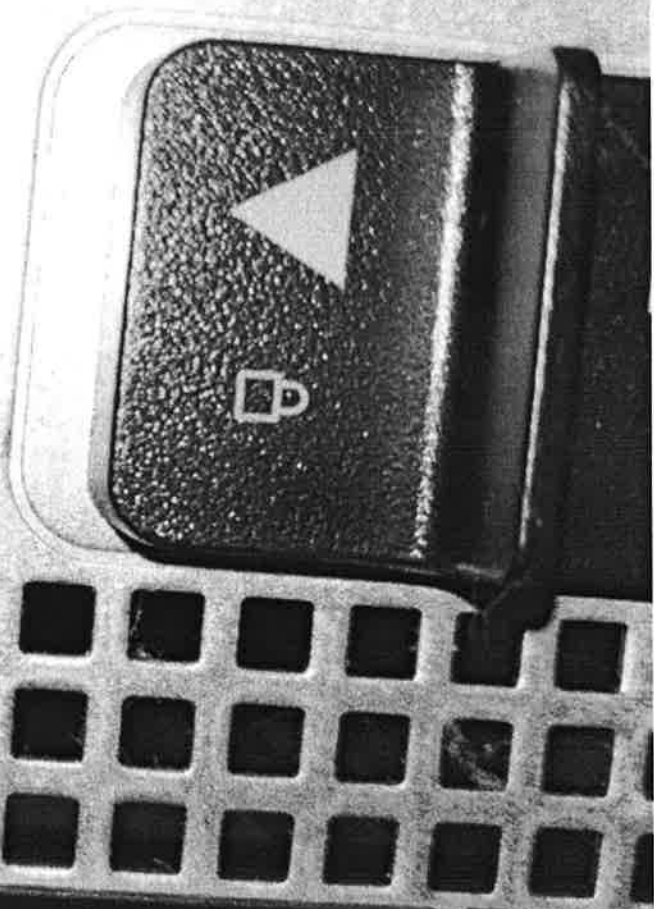
Subject: Authorize Facilities Department to  
Surplus Equipment

=====

I formally request that the Putnam Valley Town Board surplus the following equipment as  
refuse, there is no monetary value to these items.

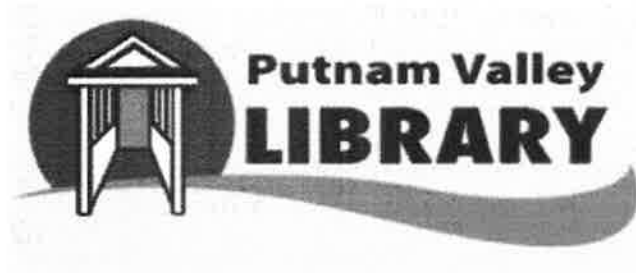
- One (1) Computer and (1) monitor #G9KJXK2 from the Media Department

Service Tag: **G9KJXK2**  
Express  
Service Code: **35407235234**  
Mfg. Date: 20170907





5



Amina Chaudhri  
Putnam Valley Library  
30 Oscawana Lake Road  
Putnam Valley, NY 10579

October 31, 2024

Richard Quaglietta  
Town of Putnam  
Building & Zoning  
265 Oscawana Lake Road  
Putnam Valley, NY 10579

Dear Mr. Quaglietta,

I am writing from the Putnam Valley Library regarding an upcoming construction project slated to begin in December of 2024, with Rivera Construction Services, Inc. at the helm!

Are you able to waive the cost of the permit for Putnam Valley Library? Thank you very much for the consideration.

Yours Truly,

A handwritten signature in cursive script that reads "Amina Chaudhri".

Amina Chaudhri

6

## Town of Putnam Valley

M5 Standard Fee Report Paid Only  
From 10/01/2024 To 10/31/2024

### Count by Type

| Fee Type              | Count | Total       |
|-----------------------|-------|-------------|
| ADDITION/ALTERATION   | 14    | \$12,136.00 |
| BEDROOM COUNT REQUEST | 2     | \$100.00    |
| CW                    | 5     | \$375.00    |
| DEM/R                 | 2     | \$200.00    |
| ELECTRI APP/NY ELEC   | 5     | \$200.00    |
| ELECTRIC APP/SWIS     | 19    | \$760.00    |
| GAS/PROPANE           | 7     | \$525.00    |
| GENERATOR PERMIT      | 6     | \$450.00    |
| HVAC                  | 9     | \$1,200.00  |
| MI                    | 1     | \$200.00    |
| OIL TANK              | 6     | \$650.00    |
| PERMIT FEE            | 10    | \$960.00    |
| PL                    | 10    | \$1,005.00  |
| RENEWAL               | 10    | \$2,578.00  |
| RHCS                  | 1     | \$500.00    |
| RU                    | 1     | \$125.00    |
| SEARCH                | 12    | \$2,400.00  |
| SOLAR PANELS          | 4     | \$2,912.00  |
| WELL                  | 1     | \$75.00     |
| WT/S                  | 4     | \$400.00    |
|                       | 129   | \$27,751.00 |

## FEE TYPES

|                            |                                                  |
|----------------------------|--------------------------------------------------|
| ADDITION/ALTERATION        | Permits for Additions/Alterations                |
| BLASTING                   | Permits to Blast                                 |
| CW                         | Commence Work Permit                             |
| CREDIT CARD FEE            | Credit Card Fee charged for usage of credit card |
| DEM/R                      | Demolition/Residential                           |
| ELECTRIC APP/NY ELECTRICAL | Electric application/NY Electrical               |
| ELECTRIC APP/SWISS         | Electric application/Swiss                       |
| FENCE/WALL                 | Permit for Fence/Wall                            |
| GAS/PROPANE                | Permit for Propane Gas Installation              |
| GENERATOR PERMIT           | Generator Installation                           |
| HVAC                       | Heating, Vent., A/C Permit                       |
| IN GROUND POOL             | Permit for In Ground Pool                        |
| MG                         | Minor Grading Permit                             |
| MI                         | Miscellaneous Building Permit                    |
| OPERATING PERMIT           | Operating Permits /Commercial                    |
| PERM                       | Building Permits                                 |
| PERNC                      | New Construction Permits                         |
| PL                         | Plumbing Permits                                 |
| RE                         | Renewal Building Permits                         |
| RHCS                       | Rock Hammer Crush Shatter Rock Permit            |
| RU                         | Spec. Use Renewal                                |
| SEARC                      | Municipal Search                                 |
| TENT                       | Tent Permit                                      |
| TREE                       | Tree Permit                                      |
| WETADM                     | Wetland Administrative Fee                       |
| WETL                       | Wetland Permit Application Fee                   |
| WT/S                       | Wetland Screening                                |